

<b>PUBLIC EMPLOYEES' RETIREMENT SYSTEM</b> PERS-HRD-88 (Rev. 7/89)		<b>Title of Position</b> DataCom Network Administrator
<b>POSITION DUTY STATEMENT INSTRUCTIONS:</b>  <b>PLEASE WRITE JOB #6873/PC IN THE JOB TITLE SECTION OF YOUR STATE APPLICATION (STD 678).</b>		<b>Division and/or Subdivision</b>  Information Technology Services Branch Data Center Section
The Executive Officer is required by Government Code Section 18805 to report (or to record) "...material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the proportion of total work time occupied. Prepare copies for employee assigned to the position and his/her supervisor.		<b>Location of Headquarters</b> 400 Q Street, Sacramento, CA
		<b>Class Title of Position</b> Systems Software Specialist I (Technical)
		<b>Position Number</b> 812-1587-076 (4992)
		<b>Effective Date</b> 5/1/2009
	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities:	
	The Systems Software Specialist I (T) reports to the Supervisor of the DataCom team, in the Voice and Network Services Unit. The SSSI will act as a team member in a capacity as a technical specialist that is responsible for: 1) network infrastructure installation, support, and maintenance; 2) technical advisor to clients, staff and management; 3) team member on projects. In addition to the duties listed they shall perform other duties as assigned.	
35%	Maintain and monitor for optimal performance of network infrastructure components with duties that include: <ul style="list-style-type: none"> <li>• Maintain a high degree of expertise in installation, configuration, and management of network infrastructure components including, but not limited to Switches, Routers, Firewalls, Content Switches, and Load Balancers.</li> <li>• Monitoring network infrastructure components using CalPERS approved tools such as Cisco MARS, Ciscoworks, HP Network Automation, Cisco NAC, Cisco CSA, NetQoS, and IronPort email encryption.</li> <li>• Document system configurations, procedures, and Standards as directed by senior staff</li> <li>• Provide first level support, and participate in second and third level support, for problem resolution.</li> <li>• Provide reports related to system performance and load.</li> </ul>	
25%	As a technical specialist, perform a variety of analytical activities with duties that would include: <ul style="list-style-type: none"> <li>• Assist in the development of detailed work plans as part of a team for review by senior level staff</li> <li>• Research, analyze, and assist with recommendations for technology solutions to achieve strategic and tactical objectives as directed by senior level staff.</li> </ul>	
20%	As a technical specialist to customers: <ul style="list-style-type: none"> <li>• Act as technical consultant for installations as related to network infrastructure components.</li> <li>• Assist in the development of standards, policies and procedures.</li> </ul>	
10%	Participate in research and evaluation of new technologies to improve CalPERS network infrastructure: <ul style="list-style-type: none"> <li>• Work with peers to evaluate ways of improving management and optimizing the network infrastructure.</li> </ul>	

10%	<p>Subject matter expert:</p> <ul style="list-style-type: none"><li>• Develop expertise in network infrastructure management, support, and network administration; best practices for the use of network management software such as Ciscoworks, HP Network Automation, What's Up Gold, NetQoS, and other approved tools.</li></ul>
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